



**CITY OF SAN DIEGO
PURCHASING & CONTRACTING DEPARTMENT**

**CITY, COUNTY AND PORT OF SAN DIEGO
CONSULTANT ROTATION LIST
&
OTHER CITY METHODS OF CONSULTANT HIRING**

PRESENTED FOR

**SOCIETY FOR MARKETING PROFESSIONAL SERVICES
*2008 Annual Agency Roundtable***

FOR YOUR INFORMATION

City, County and Port of San Diego Consultant Rotation List Request for Qualification

<http://www.sandiego.gov/eoc/consultants/services/rotation.shtml> (SOQ Due 07/03/08)

- **SOQ Questionnaire** – by email from jmendivil@sandiego.gov
- **Work Force Report** – by email from jmendivil@sandiego.gov
- **Standard Form 330** – <http://www.sandiego.gov/eoc/consultants/services/forms.shtml>
- **Sample SOQ** – http://www.sandiego.gov/eoc/pdf/2006mock_soq.pdf
- **Selection Process** – See Request for Qualification
- **Scopes of Services** – See Appendices to the Request for Qualification
- **2008 Alphabetical Consultant Rotation List** –

<http://www.sandiego.gov/eoc/pdf/2008alpharotation.pdf>

- **Consultant Registration** –

<http://www.sandiego.gov/purchasing/vendor/index.shtml>

City of San Diego Consultant Request for Proposal (RFP) Advertisement

<http://www.sandiego.gov/city-clerk/officialdocs/notices/index.shtml>

City of San Diego Capital Improvement Program Budget

<http://www.sandiego.gov/budget/proposed/vol3.shtml>

Methods of Hiring Architecture & Engineering Consultants for the City of San Diego

- **Contracts up to \$25,000 (Small Contract)**
 - No formal competitive process required – Consultants may be obtained from the Consultant Rotation List or from other sources. Each small contract is a sole source* contract that does not require approval from the Purchasing & Contracting (P&C).
 - Shall be initiated and approved by Departments
 - Shall be executed, signed and awarded by Mayor or Designee
- **Contracts from \$25,001 to \$250,000**
 - Consultant Rotation List (CRL)
 - Request for Proposal – if discipline is not contained within the CRL Scope of Services, a unique project, or under special circumstances
 - Sole Source*
 - Shall be initiated by Department
 - Shall be approved by Mayor
 - Shall be executed, signed and awarded by Mayor or Designee
- **Contract greater than \$250,001**
 - Request for Proposal
 - Sole Source*
 - Shall be initiated by Department
 - Shall be approved by City Council
 - Shall be executed, signed and awarded by Mayor or Designee

* Sole Source Contracts over \$25,000 must be approved in advance by the P&C Department and shall only be granted under circumstances where either time, unique expertise, or other considerations mean that the granting of a sole source contract is in the best interest of the City of San Diego.

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